

**FIREFIGHTERS' RETIREMENT SYSTEM
EMPLOYEE GRID (AS OF 08/14/12)**

Position	Job Description*	Degree/Certification	Date of Hire	Time of Work	Annual Salary**
Executive Director, General Counsel, Legislative Liaison, Public and Media Relations Officer	Supervisory management of system; Legal affairs and litigation; Legislative, public and media relations	Bachelor of Arts (B.A.) in Business, Juris Doctor of Law (J.D.); former senior staff attorney, Louisiana House of Representatives	11/1/2001	Minimum 40 hours per week; 9-5:30	\$151,857
System Investment Officer	Monitors and processes investment managers' invoicing; Evaluates and monitors the performance of prospective managers; Assists with alternative investments, including capital calls; Analyzes investment data from managers for compliance	Bachelor of Science (B.S.) in Accounting, Master of Business Administration (M.B.A.) in Accounting; Certified Public Accountant (CPA)	10/6/2003; lateral move to newly created IO position on 02/18/12	Minimum 40 hours per week; 7:30-4	\$104,000
System Administrator/CPA	Supervisory management of system; produces annual financial statements, including balance sheet, income statement, statement of net assets, and Consolidated Annual Financial Report (CAFR), Investment implementation and accounting	Bachelors of Business Administration in Accounting (B.A.); Certified Public Accountant (CPA)	4/26/2012	Minimum 40 hours per week; 8-4:30	\$83,200
Benefits Analyst	Administration of benefits, including member counseling, processing of retirement and DROP applications, community property disbursements, COLAs, survivor and beneficiaries	High School Diploma	3/2/1998	Minimum 40 hours per week; 9-5:30	\$58,078
Administrative Specialist	Administration of enrollment applications, data entry for employee and employer contributions, E.D. scheduler, system filing and record keeping, supply clerk, purchasing agent, building and grounds maintenance	High School Diploma	2/28/2000	Minimum 40 hours per week; 7:30-4	\$50,802
Accountant	Journal and Ledger entries, employer site-reviews, payroll, inventory, assists controller	Bachelor of Science (B.S.) in Accounting	7/22/2008	Minimum 40 hours per week; 8-4:30	\$43,264
Administrative Specialist	Board secretary, minute clerk, litigation support, system filing and record keeping, disability benefits analyst, website maintenance, system newsletter	Bachelor of Arts (B.A.); Certified Paralegal	11/1/2009	Minimum 40 hours per week; 8-4:30	\$37,856

* Job Descriptions are given in summary form and do not include many other generalized duties or skills utilized for cross-training purposes

** No merit increases were paid for FY10-11 or FY11-12